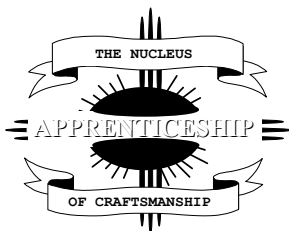




STANDARDS OF APPRENTICESHIP
adopted by

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
BRICK, TILE, TERRAZZO & MARBLE FINISHER	861.664-500		2000 HOURS
BRICKLAYER	861.381-018		6000 HOURS
MARBLE SETTER	861.381-030		6000 HOURS
POINTER, CLEANER, CAULKER	869.664-014		6000 HOURS
TERRAZZO WORKER	861.381-046		6000 HOURS
TILELAYER	861.381-054		6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 16, 1987

Initial Approval

By: LAFRANK NEWELL

Chairman of Council

JANUARY 18, 2002

Addendum Amended

By: PATRICK WOODS

Secretary of Council

JANUARY 18, 2002

Committee Amended

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS AND PROBLEMS:

The following Standards of apprenticeship, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in Southwest Washington.

1. **GEOGRAPHICAL AREA COVERED:**

The area covered by these Standards shall be as follows: In the State of Washington, all of Skamania, Clark, Cowlitz, Wahkiakum, Klickitat and the southwest portion of Pacific County in from a line extending West from the north boundary of Wahkiakum County to the Pacific Ocean.

2. **MINIMUM QUALIFICATIONS:**

Age:	Must be a minimum of eighteen (18) years of age.
Education:	Must be a high school graduate or have a G.E.D. equivalent. Must provide official transcript or transcripts for high school or post high school education.
Physical:	Be physically able to meet needs of the trade, which includes the ability to work safely at high elevations.
Testing:	N/A
Other:	Pass a substance abuse test; have a valid driver's license.

3. **CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

A. **Selection Procedures:**

All occupations.

1. The JATC/Sponsor shall open for applications when their current pool of eligibles falls below the predetermined number.
2. Public notice shall be disseminated in accordance with the sponsors affirmative action plan for a period of not less than thirty (30) days in advance of the earliest date for accepting applications. Notice of opening shall be provided to the registration agency (LI/ATD).
3. The JATC/Sponsor shall be open for at least a two (2) week period (ten working days) for accepting applications.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

4. The minimum qualifications, time and dates for accepting applications, address where applications are available and general duties of the occupation will be included on the public notice. Applications will be taken at the Union Hall at 2215 SE Division St., Portland, Oregon 97202.
5. Applications shall be provided to any interested individual.
6. Applicants shall sign the Applicant Log, which shall identify all applicants by a log number that corresponds to the application number.
7. Completed applications shall be date stamped upon receipt by the sponsor/committee.
8. Applicants who do not meet the minimum qualifications established in the public notification and standards will be notified.
9. Qualified Pool of Eligibles:
Individual that complete the application and meet the minimum qualifications, shall be placed in the Pool of Eligibles. They will then be ranked.
10. Ranked Pool:
Applicants will be ranked based upon the attached point system utilizing documented previous experience and education.
11. Ranked Pool of Eligibles;
The sponsor will establish a maximum of thirty (30) and minimum of five (5) individuals to be on the Ranked Pool of Eligibles list (in descending order).
12. When the number of individuals in the Ranked Pool of Eligibles falls to five (5), the committee/sponsor shall contact the next five (5) individuals in the Qualified Pool of Eligibles and notify them that they have been placed on the Ranked Pool of Eligibles, scheduling shall be done in a descending order.
13. Individuals that are placed in the Ranked Pool of Eligibles will retain their position until registered or until their two (2) year anniversary from application.
14. All applicants will be traced to final disposition.
15. Individuals who are on the Ranked Pool of Eligibles, but are not hired through the Employer Selection method, will retain their

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

place on the Ranked Pool of Eligibles and they will be dispatched to employers requesting apprentices.

The dispatching of individuals through this process will be in descending order.

16. When an employer has hired ONE (1) apprentice through the Employer Selection Process, the SECOND (2nd) apprentice MUST be hired from the TOP of the Ranked Pool of Eligibles. The employer can select the THIRD (3rd) apprentice through the Employer Selection Process.

When an additional two (2) individuals have been hired through the Employer Selection Process, the employer must hire the top individual from the Ranked Pool of Eligibles (2nd employer selection process, 3rd will be #1 from the Ranked Pool of Eligibles).

17. The sponsor will periodically review their projected need for new apprentices, and may increase the number of individuals on their qualified Pool of Eligibles accordingly, provided they follow their standard opening process.

Exceptions:

1. Former Apprentices, who gained their experience in a registered program shall be permitted to return to the program, providing they meet the current minimum qualifications.
2. Applicants who wish to be evaluated for advanced placement in the apprenticeship program by the committee will furnish a written work history documenting previous experience in the masonry industry.
3. An employee of a non-signatory employer not qualifying as a journeymen when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and indenture at the appropriated period of apprenticeship based on previous work experience an related training.
4. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journeymen shall be evaluated by the sponsor and indentured at the appropriate period of apprenticeship based on previous work experience and related training.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

5. Program sponsors agree to admit into the apprenticeship individuals who have completed Job Corps, programs under the I.U. of B.A.C. or other similar committee approved pre-apprenticeship programs.
6. If an employer has not participated in the training of an apprentice under RCW 49.04, WAC 296-04, and 29 CFR part 29 and 30 for at least two (2) years prior to seeking entry or reentry into the apprenticeship program, that employer may select his/her initial apprentices, without going to the pool. Those bona fide employees who have been on his/her payroll for at least three (3) months prior to the employer's application for an apprentice and who meet the minimum qualifications for entry into the trade or craft may be brought into the program.
7. Once the initial selection of apprentices has been made, the employer is thereafter restricted to the selection from applicants in the Ranked Pool of Eligibles established by the sponsor, which has jurisdiction in this area.

Ranking

Applicants will be ranked by the score developed from the following:

Verifiable documentation, letters from employers on company letterhead, DD214, course certificates, school transcripts, etc.

High School Diploma	12 Points
G.E.D.	8 Points

Courses that require following written direction to complete projects, i.e. wood shop home economics, drafting, blueprint reading.	2 Points per Semester <u>(maximum 10 points)</u>
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Points for Work Experience
(Maximum 10 points total)

Work Experience	2 Points per 1000 hours
Work Experience (construction related)	4 Points per 1000 hours
Work Experience (finisher related)	4 Points per 1000 hours

Points for Military Experience
(Maximum 10 points)

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

Military Experience	2 Points per year
Military Experience (Construction related)	4 Points per year
Military Experience (Finisher related)	5 Points per year

Completion of preparatory program (BFit or equivalent)	10 Points
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Valid Drivers License	3 Points
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Other programs will be evaluated and assessed equivalency points

B. Affirmative Action Plan:

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations.

In order to achieve these objectives, the sponsor will undertake the following activities:

1. Use minority and women (minority and non-minority) journeymen and apprentices to promote the Affirmative Action Plan with:
 - a. Local schools and vocational educational programs.
 - b. Other occupational sponsors and community organizations such as:
 - Women in the Trades Organization, participate with their Work Fair by providing the information booth.
 - Utilize female journeymen and female apprentices to inform and encourage participation in the trade.
 - Utilize minority journeymen to promote apprenticeship within the minority communities.
2. Establish a program to inform training agents about sponsor obligations under EEO goals and time tables:
 - a. Impact of committee policies, procedures and standards.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

- b. Mail letter to all training agents reaffirming commitment and encouraging participation with the committee/coordinator's outreach efforts.
 - c. Encourage minority contractors to hire minority apprentices.
- 3. Specific recruitment of qualified minorities, women, and non-minorities for direct entry as apprentices form:
 - a. Job Corps
 - b. BFit
- 4. Engage in outreach programs that are designed to recruit, pre-qualify and place minorities and women in the sponsors program, specifically:
 - a. Job Corps
 - b. BFit
 - c. Women In The Trades
 - d. School Career Days
- 5. Credit for previous trade experience or trade related course work will be granted to applicants who wish to be evaluated by the committee for advanced placement. Applicants must furnish a written work history documenting previous experience/education in the masonry trade.
- 6. Twice a year, program information will be disseminated to media directed at potential women and minorities. Program notices will also be placed at the following locations:
 - a. The Oregonian newspaper
 - b. NW Labor Press
 - c. Local Schools
 - d. Job Corps
 - e. Minority Publications: Hispanic News, Women In The Trades, etc.
- 7. Group and individual counseling will be implemented by the sponsor to develop long term strategies aimed at improving retention and completion of minorities and females:

Coordinator provides time and counseling upon entry to the program and at related training classes or when needed.
- 8. The sponsor will provide and request committee members, training agents, apprentices, foremen and current journeymen to participate in diversity training.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

9. Engage in targeted recruitment of specific women in educational or occupational paths that indicate a high probability of success such as trade math, physical fitness, sports activities, etc.

4. **TERM OF APPRENTICESHIP:**

- A. The term of apprenticeship for tilelayer, terrazzo, caulker, pointer, cleaner and marble setter shall be three years and not less than 6000 hours.
- B. The term of apprenticeship for bricklayers shall be three years and not less than 6000 hours.
- C. The term of apprenticeship for brick, tile, terrazzo and marble finisher shall be not less than 2000 hours.

5. **PROBATIONARY PERIOD:**

Apprentices employed in accordance with these Standards shall be subject to a probationary period as follows:

Bricklayer	1200 hours of employment
Pointer, Cleaner, Caulker	1200 hours of employment
Tilelayer	1200 hours of employment
Marble Setter	840 hours of employment
Terrazzo Worker	840 hours of employment
Brick, Tile, Terrazzo, and Marble Finisher	400 hours of employment

6. **RATIO OF APPRENTICES TO JOURNEYMEN:**

The number of apprentices shall not exceed a ratio of one (1) apprentice to the first one (1) journeyman in full employment on the job in order to assure adequate training and supervision. Additional apprentices are authorized at the rate of one (1) to three (3) additional journeymen.

7. **WAGE PROGRESSION:**

Apprentices shall be paid the following percentage of the specified wage in accordance with WAC 296-04-270 (2)(c):

A. **Pointer, Cleaner, Caulker and Bricklayer**

1st period not less than 1000 hours 50% of journeyman's rate of pay
2nd period not less than 1000 hours 55% of journeyman's rate of pay
3rd period not less than 1000 hours 60% of journeyman's rate of pay
4th period not less than 1000 hours 70% of journeyman's rate of pay
5th period not less than 1000 hours 80% of journeyman's rate of pay

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

6th period not less than 1000 hours 95% of journeyman's rate of pay

B. Marble Setter

1st period not less than 1000 hours 50% of journeyman's rate of pay

2nd period not less than 1000 hours 55% of journeyman's rate of pay

3rd period not less than 1000 hours 60% of journeyman's rate of pay

4th period not less than 1000 hours 70% of journeyman's rate of pay

5th period not less than 1000 hours 80% of journeyman's rate of pay

6th period not less than 1000 hours 95% of journeyman's rate of pay

C. Tilelayer and Terrazzo Worker

1st period not less than 1000 hours 50% of journeyman's rate of pay

2nd period not less than 1000 hours 55% of journeyman's rate of pay

3rd period not less than 1000 hours 60% of journeyman's rate of pay

4th period not less than 1000 hours 70% of journeyman's rate of pay

5th period not less than 1000 hours 80% of journeyman's rate of pay

6th period not less than 1000 hours 95% of journeyman's rate of pay

D. Brick, Tile, Terrazzo and Marble Finisher

0 - 500 hours not less than 50% of journeyman's rate of pay

500 -2000 hours not less than 65% of journeyman's rate of pay

2000 - up not less than 75% of journeyman's rate of pay

Incomplete related training may result in withholding wage progressions.

Apprentices who are allowed credit for previous experience in the trade shall be paid the wage rate of the period to which such credit advances them.

The journeyman Finisher, with two (2) years of experience, who transfers to the apprentice classification shall receive the journeyman Finishers rate of pay until the apprenticeship wage schedule overtakes the journeymen Finishers rate.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

8. WORK PROCESSES:

A. Bricklayer D.O.T. #861.381-018

During apprenticeship, the apprentice shall receive such instruction in all branches of masonry, including the preparation of material for installation as is necessary to develop a practical and skilled mechanic, versed in the theory and practice of masonry. The apprentice shall also perform such other duties on the job as are commonly related to a masonry apprenticeship.

Following is a list of work process objectives for a masonry apprentice:

	<u>Hours</u>
1. Proper use of tools and equipment.....	300
2. Structure of mortars and bonding materials.....	300
3. Spreading and opening of all mortar beds	300
4. Knowledge of all burnt clay products.....	300
5. Knowledge of all masonry substitutes	500
6. Coverage of the entire field of brick bonds	400
7. Coverage of the entire field of masonry walls and appurtenances thereto.....	700
8. Pointing, cleaning and waterproofing of masonry	500
9. Knowledge of all heat resisting masonry.....	600
10. Knowledge of modern fireproofing	500
11. Knowledge of terra cotta: cutting, setting, anchoring, cleaning, pointing.....	500
12. Knowledge of stone: cutting, setting, pointing	700
13. Staging and safety laws.....	200
14. Industrial hygiene	200

TOTAL HOURS: 6000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

B. Pointer, Cleaner and Caulker: D.O.T. #869.664-014

During apprenticeship, the apprentice shall receive such instruction relating to tuckpointing and cleaning of masonry construction, including the preparation and use of mortars bonding materials, burnt clay products, masonry substitutes, stone and terra cotta. The proper use of tools, equipment and the general trade practices relating to Pointers, Cleaners, and Caulkers.

Following is a list of the work process objectives for Pointer, Cleaner, and Caulker apprentices:

	<u>Hours</u>
1. Proper use of tools and equipment.....	300
2. Structure of mortars and bonding materials.....	300
3. Knowledge of all burnt clay products.....	400
4. Knowledge of all masonry substitutes.....	600
5. Coverage of the entire field of masonry walls and appurtenances thereto.....	700
6. Pointing, cleaning and waterproofing of masonry.....	1100
7. Knowledge of modern fireproofing.....	300
8. Knowledge of all heat resisting masonry.....	500
9. Knowledge of terra cotta cleaning, pointing.....	200
10. Knowledge of stone cleaning and pointing.....	300
11. Staging and safety laws.....	400
12. Related technical subject.....	500
13. Knowledge of entire field of brick bonds.....	400
TOTAL HOURS:	6000

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OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

C. Tilelayer: D.O.T. #861.358-054

Apprentices may be transferred by the Apprenticeship Committee from one contractor to another and from operation to operation in the shop of the tile contractor to enable the apprentice to acquire all the skills of the trade.

Following is a list of the work process objectives for a tilelayer apprentice:

	<u>Hours</u>
1. <u>Preliminary Experience:</u>	
Preparation of Mortars	400
a. Scratch coat	
b. Float coat	
c. Concrete	
d. Floor mortar	
e. Slacking lime mortar	
The proper aggregates in each instance should be known.	
<u>Materials Tools, and Equipment:</u>	400
a. Familiarity with the tools used in the trade	
b. Proper care of company equipment and mechanic's tools	
c. Recognition of the various tiles	
d. Distribution of proper amount of materials	
e. Proper anchoring of block and tackle for hoisting	
f. Grouting and cleaning of tiles	
2. <u>Floor Work:</u>	800
a. Preparation of sub-floor	
b. Fastening down of reinforcing for wood and concrete subfloors	
c. Preparation of concrete. Proper aggregates and consistency.	
d. Laying concrete	
e. Installation of floor, layout important	
3. <u>Metal Lath and Scratch Coat:</u>	400
a. Remove plaster grounds at predetermined height	
b. Remove or bend all excess nails which may protrude in wall studs	
c. Identify location of all water pipes by marking with pencil on plaster directly above pipes, their approximate size.	
d. Cut metal lath to proper size and nail securely to studs	
e. Bend corners and overlap sheets	
f. Note electric outlets and provide for same	
g. Mix scratch coat. Proper aggregates and	

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

- consistency.
- h. Application of scratch coat with proper tools
4. Installation of Tile Wainscoting:600
- a. Setting of float rods
 - b. Application of float bed
 - c. Proper application of wet pure cement to back of each individual tile just before setting it on float bed
 - d. Proper spacing of tile to ensure predetermined layout
 - e. Smoothing wall to eliminate rough edges
 - f. Washing of surplus cement from face of tile caused from handling
 - g. Grouting of the job installation
 - h. Cleaning of job (acid or detergents)
5. Stall Shower Installations:600
- a. Preparation to receive metal lath, scratch coat setting bed and tile.
- Note: Lead pan on floor should have adequate flange and have been thoroughly covered with asphalt to prevent corrosion. Also note position of drain in shower floor and adjust same before installing floor.
- Note: Layout is very essential in shower installation and shower opening.
6. Kitchen Installations-Residential:400
- Wall installations prepared and applied as in bathroom
7. Ceiling Installation-Kitchen:400
- a. Wall Installations prepared and applied as in bathrooms
 - b. Prepare and rough in with great care
 - c. Floating bed will change in with great care
 - d. Installing sink drainboards or decks
 - e. Layout so that joints in ceiling meet joints on walls
 - f. Layout and installations of tile in residential and commercial kitchens (where possible) should be part of the on-the-job training

Note: Operations are similar to those in bathroom.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

8.	<u>Promenade Roofs:</u>	300
	a. Absolutely sure of thorough waterproofing	
	b. Proper drainage	
	c. Layout	
9.	<u>Curbs, Stair Work, Swimming Pools & Decorative Layout</u>	800
	This type of tile work demands skillful layout and certain mathematics. Proper layout ensures correct installation of job. Related instruction is best suited for a foundation in this type of work	
10.	<u>Installation of Tile Fixtures:</u>	200
	a. The proper size of opening in the tile wall	
	b. Size of fixture is predetermined. Usually set in cement.	
11.	<u>Adhesives:</u>	700
	a. Proper methods of installing for tile setting	
TOTAL HOURS:		6000

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OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

D. Terrazzo Worker: D.O.T #861.381-046

Apprentices may be transferred by the Apprenticeship Committee from one contractor to another and from operation to operation in the shop of the contractor to enable the apprentice to acquire all the skills of the trade.

Following is a list of the work process objectives for a terrazzo worker apprentice:

	<u>Hours</u>
1. Shoot water levels	400
2. Lay screens, rod off concrete	600
3. Lay out pattern design from sketches or plans	600
4. Set grade strips (brass, metal, wood) set ground for terrazzo base and curbs	700
5. Put up terrazzo base, wainscot, and scratch coat	500
6. Lay top cement, rod off, mix and sprinkle terrazzo	600
7. Roll and trowel terrazzo fill to grade	300
8. Build terrazzo steps and curbs	300
9. Machine grinding and polishing, acid washing	600
10. Make pre-cast terrazzo base steps, floor, wainscot, Window stools and partitions	600
11. Mix base concrete and top cement fill	400
12. Care, use and maintenance of all tools of the trade	400

TOTAL HOURS: 6000

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OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

E. Marble Setter: D.O.T. #861-381-030

Following is a list of the work process objectives for a marble setter apprentice:

	<u>Hours</u>
1. Proper use of tools and equipment.....	300
2. Structure of mortars and bonding materials.....	300
3. Painting, cleaning and waterproofing of masonry	500
4. Knowledge of terra cotta: cutting setting, anchoring cleaning, painting.....	600
5. Knowledge of stone: cutting, setting, painting	800
6. Staging and safety laws.....	200
7. Industrial hygiene	200
8. Knowledge of all masonry substitutes	600
9. Knowledge of stone cleaning and painting marble and stone	400
10. Related technical subjects.....	500
11. Proper anchoring of block and tackle for hoisting.....	300
12. Shoot water levels.....	300
13. Floor Work.....	1000

Preparation of sub-floor, fastening down of reinforcing for wood and concrete subfloors. Preparation of concrete. Proper aggregates and consistency, laying concrete, installation of floor, layout important. Beating down of floor tile to predetermined level (use beating blocks).

Removal of glued-on paper (where ceramics are used). Straightening of joints where is it found to be necessary. Application of rubbing sand by the use of beating blocks. Washing off of surplus rubbing sand, may need more straightening, grouting of floor with plain medusa cement, removal of cement scum from place of work.

TOTAL HOURS: 6000

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OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

F. Brick, Tile, Terrazzo and Marble Finisher: D.O.T. #861.664-500

During his/her apprenticeship, the Finisher apprentice shall receive such instruction and experience in all branches of the trade as are necessary to assist the journeymen bricklayer, tilesetter, terrazzo worker and marble setter in the performance of their duties. He/she shall also perform such duties in the shop or on the job that are commonly related to the Finisher apprentice.

<u>Practical instruction in:</u>	<u>Hours</u>
1. Proper knowledge of tools and equipment	300
2. Proper knowledge of materials	300
Terrazzo, mosaic, marble, dex-o-tex, adhesives, tile (recognition of various types)	
3. Sub surface preparation	100
4. Terrazzo grinding.....	200
5. Marble polishing.....	200
6. Mixing mud: hand and mortar mixer	300
7. Sawing: Tile, Marble, Block and Brick	200
8. Forming pre-cast Terrazzo.....	100
9. Grouting and sealing.....	300
TOTAL HOURS:	2000

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OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

9. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade, as approved by the State Board for Community and Technical Colleges for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall consist of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - () A combination of home study and approved correspondence courses
 - () Technical College
 - (X) Community College
 - (X) Training trust
 - () Other (specify)
- C. Hours 144
- D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures.)
- E. Bricklayer Apprentices:
 - 1. Proper use and care of tools.
 - 2. Structure of mortars and bonding material.
 - 3. Knowledge of all burnt clay products.
 - 4. Knowledge of all masonry substitutes.
 - 5. Staging and safety laws (State Industrial film and lecture).
 - 6. Proficiency in laying brick to the line, leads and piers.
 - 7. Saws (Safety - different kinds - blades wet-dry).
 - 8. Coverage of entire field of brick bonds.
 - 9. Coverage of entire field of masonry walls and appurtenances thereto.
 - 10. Pointing, cleaning and waterproofing of masonry.
 - 11. Knowledge of heat-resisting masonry.
 - 12. Knowledge of fireproofing.
 - 13. First Aid (Industrial Card).
 - 14. Fireplaces.
 - 15. Knowledge of terra cotta and glaze tile:
cutting, setting, anchoring, cleaning, pointing.
 - 16. Knowledge of stone (natural and artificial):

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

- cutting, setting, anchoring, pointing.
- 17. Knowledge of transit and level and water level.
- 18. Knowledge of basic blueprints and layouts.
- 19. Knowledge of and how to use local building codes.
- 20. Social-economic lecture.

F. Pointer, Cleaner, and Caulker apprentices:

- 1. Pointing, cleaning and waterproofing of masonry.
- 2. Proper use and care of tools.
- 3. Structure of mortars and bonding materials.
- 4. Knowledge of all burnt clay products.
- 5. Knowledge of all masonry substitutes.
- 6. Staging and safety law (State Industrial film and lecture).
- 7. Saws (safety - different kinds - blades wet-dry).
- 8. Coverage of entire field of brick bonds.
- 9. Coverage of entire field of masonry walls and appurtenances thereto.
- 10. Knowledge of heat resisting masonry.
- 11. Knowledge of fireproofing.
- 12. First Aid (Industrial Card).
- 13. Knowledge of terra cotta and glaze tile (Cleaning, Pointing and Caulking).
- 14. Knowledge of stone: Pointing.
- 15. Knowledge of transit and level and water level.
- 16. Knowledge of basic blueprints and layouts.
- 17. Knowledge of how to use local building codes.
- 18. Social-economic lecture.

G. Tilelayer and Terrazzo Worker Apprentices:

- 1. Trade mathematics.
- 2. Architectural drawing.
- 3. Blueprint reading.
- 4. Layout work.
- 5. Sketching.
- 6. Trade terminology.
- 7. Handbook reading.
- 8. Tools of the trade, correct names, uses, care.
- 9. Material use-preparation.
- 10. First Aid (Industrial Card).

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Each apprentice will be required to achieve a high degree of job performance and will be required to complete a basic course of related instruction. After employment, any

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

apprentice who cannot or does not perform as required may be removed from the program by the Joint Apprenticeship and Training Committee.

- A. Before each period of advancement, the Apprenticeship Committee shall review for recommendation the progress that each apprentice has made in related instruction work and on the job work. If the Apprenticeship Committee does not agree on the advancement or other action for an apprentice, both management and union representatives shall present their assessment of the apprentice's qualifications and progress within the apprenticeship program to the Apprenticeship Committee for their review and determination.
- B. Failure on the part of the apprentice to show regular attendance at classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training system, specifically two (2) unexcused absences, either successive or separate, from apprentice class attendance may cause the termination of the absent apprentice from the entire training program. An absence shall be deemed excused only when the instructor and the JATC are satisfied that just cause for the absence exists.
- C. Attendance at school is mandatory. Any apprentice who has absences must have them made up by the time the JATC meets, or they shall have their wage progression help up until school absences have been made up and their apprenticeship extended the same amount. It will be up to each apprentice to make arrangements with the Coordinator and/or instructor when this obligation is to be taken care of.
- D. If the apprentice is below an acceptable level in class or on the job attendance, quality or work, attitude or any other situations requiring disciplinary action, the apprentice will receive a written notice twenty-two (22) calendar days in advance of possible corrective action (including possible removal from the apprenticeship program), and an explanation of the apprentice's deficient performance. The apprentice may be advised that without improved performance by the next JATC meeting, the apprentice may be terminated from the program.
- E. Each apprentice shall maintain regular on the job attendance. Absences and/or tardiness will not be tolerated. Failure to comply with the above could be cause for the apprentice to be dropped from the program.
- F. Each apprentice is required to fulfill their entire yearly instructional hours requirement regardless of any extenuating circumstances. Apprentices failing to complete the appropriate level of related instructional training will not be advanced to the next wage progression and could be dropped from the apprenticeship program after due process by the JATC.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

- G. In accordance with the State and Federal safety regulations, it is expected that apprentices during their time either on the job or participating in related training shall be in compliance with WAC 296-24-084, Occupational Head Protection.
- H. All apprentices are required to read, sign and adhere to, the attached Oregon SW/Washington Mason Trades Apprenticeship Committee--Policies and Rules. Failure to adhere to and follow the Policies and Rules could result in the apprentice being dropped from the program. Apprentice Complaint Procedures are also found in these Rules and Policies.
- I. Include Policies & Rules of the JATC.

11. **COMPOSITION OF COMMITTEE AND ALTERNATES:**

The Apprenticeship Committee shall be composed of equal representation from Management and Labor representing their respective organizations and selected by the groups they represent.

The Employer Representative Shall Be:

Fred Bromley, Secretary
Bromley Masonry, Inc.
PO Box 11351
Portland, OR 97211

Bruce Plumb
6832 SE 92nd
Portland, OR 97266

Charlie Smith
14489 Hwy 212
Clackamas, OR 97015

Dick Sears
3935 SE Cooper
Portland, OR 97202

John Carlson
17431 Quail Ct.
Gladstone, OR 97027

The Employee Representatives Shall Be:

John Mohlis, Chairman

Scott Groza

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

BAC Local #1, Oregon
2215 SE Division St.
Portland, OR 97202

12812 NE Marx Street
Portland, OR 97230

Todd Larkin
12812 NE Marx Street
Portland, OR 97230

Keith V. Wright
2215 SE Division Street
Portland, OR 97202

Joe Luna
12812 NE Marx Street
Portland, OR 97230

12. SUBCOMMITTEE: (None)

13. TRAINING DIRECTOR/COORDINATOR:

Rocky Hanes
12812 NE Marx Street
Portland, OR 97230

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

SUPPLEMENT

POLICIES AND RULES

The Oregon SW/Washington Mason Trades Joint Apprenticeship & Training Committee (JATC) consists of equal representation of five management members appointed by the Mason Contractors Association of America, Oregon Chapter and five members appointed by the Union (BAC Local #1, Oregon). The committee is responsible for all apprenticeship matters including the formulating of these policies and rules and furnishing copies of them to each apprentice, as well as making any changes or revisions the committee deems necessary for the betterment of the program.

The Oregon SW/Washington Mason Trades Joint Apprenticeship & Training Committee's program is an equal opportunity program. On behalf of the mason contractors and the union, affirmative action to recruit females and minorities is an ongoing part of this program. Recruitment, selection, employment, and training shall be without discrimination because of race, color, religion, national origin, sex or handicaps/disabilities that do not hinder satisfactory job performance. There will be no discrimination because of age.

Previous documented masonry or tile experience will be considered for credit only when an applicant first enter the program.

The committee's goal is to train the most qualified journeymen bricklayers, cpc's marble masons, tilers, finishers and terrazzo workers possible. Apprentices assist in the attainment of this goal by having pride in their job, pride in their schooling, and pride in their industry.

All apprentices are indentured to the JATC, not to individual employers.

The JATC will enforce the rules and regulations in a uniform and progressive manner.

Disciplinary action may involve a warning, holds in advancement for short periods of time, holds in pay and grade, and finally, cancellation from the program.

Apprentices will be required to sign that they have received copies of these rules and that they fully understand them.

Apprentices will be required to sign a Scholarship Loan Agreement and Promissory Note (amount to be determined each year by the Committee) for each year of training they receive. Working for an approved training agent in the industry for ten years after graduation will eliminate the obligation completely.

Apprentices who refuse to sign any required paperwork will cause themselves to be canceled from the program.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

Apprentices will be required to travel anywhere in this committee's area if needed. When long distances are involved, apprentices living in outlying areas will be given consideration for dispatch.

While 144 hours of school per year are the minimum number considered for rerates, apprentices will be required to attend all regular and special classes scheduled. Classes such as CPR, First Aid, safety, orientation, and special seminars will be in addition to the normal school hours and will be recorded separately.

The committee recognizes the importance of apprentices being present everyday and being on time as major factors in an employer's scheduling and job planning, and also a major factor in doing well at school and avoiding disrupting classroom presentations.

Classroom Attendance

1. All requests for excused absences must be in writing and be documented. Reasons that may be considered are military or religious obligations, weather closures, documented illness, and other unavoidable circumstances. Requests for excused absences made in advance are looked at favorably.
2. Vacations are not considered valid reasons to miss school.
3. Multiple unexcused absences shall be cause for dismissal from the program.
4. Being tardy is disruptive in the classroom situation; however, one time may be excused.
5. A second tardy will invoke docking of time and a warning.
6. Three tardies will invoke docking of time and second warning.
7. Four or more tardies will count as an absence and require the apprentice to appear before the committee for possible advancement hold.
8. Skipping out or leaving a class early will be counted as an absence.

Attendance on the Job

Employers take a dim view of excessive absence, tardiness, or not calling in when not able to come to work, and job termination may result. Referral to the committee may result in additional steps being taken.

Term of Apprenticeship

Not less than 6000 OJT hours. The 6000 hour minimum may be added to because of work situations, being held by committee action, or additional time needed for completion of the

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

required 432 hours of schooling. There will be six periods of apprenticeship that require 1000 hours each.

Probationary Period

The probationary period shall be:

Bricklayer/Masonry Restoration	1200 hours of employment
Pointer, Cleaner, Caulker	1200 hours of employment
Tilesetter	1200 hours of employment
Terrazzo Worker	840 hours of employment
Marble Setter	840 hours of employment
Brick, Tile, Terrazzo, and Marble Finisher	400 hours of employment

During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice to the Apprenticeship Division of the Bureau of Labor and Industries.

Advancement

Advancements are not automatic. All the requirements must be met as listed:

1. Meet the OJT hours required.
2. Meet the school hours required.
3. Have a satisfactory employer report.
4. Have all monthly progress reports turned in (late reports delay raises).
5. Have satisfactory instructor report from classroom and hands-on instructors.
6. If required, meet the CPR and First Aid requirement.

Monthly Progress Reports

Monthly progress reports are required to be turned in every month and are due by the 10th day of the following month. If you do not work, a report must be turned in stating "No Work". They are delinquent after the 15th of the month.

For each month an apprentice's monthly progress reports are late, the apprentice's raise will be held one month, i.e., two late progress reports would result in a raise being held for two months.

Any apprentice who falls two months behind in monthly progress reports will receive an on the job visit from the coordinator. He/she will be required to bring their reports up to date on the spot. Employers will have the option of paying the employee, docking the employee, or sending the employee home for the day. Apprentices who are out of work and delinquent will be

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

required to bring monthly progress reports up to date at school, and will not receive credit for class time while updating monthly progress reports.

An apprentice who is delinquent more than two months will be directed to appear before the committee to show cause why his/her agreement should not be canceled.

Graduation

The following requirements are set by the Oregon SW/Washington Mason Trades Joint Apprenticeship and Training Committee:

1. 6000 OJT hours are the minimum for consideration.
2. 432 hours of school during the six periods of apprenticeship are minimum. (Note: Credit for previous experience may shorten 1 or 2 or both.
3. Satisfactory reports from employers
4. When all requirements are met, the committee will approve the apprentice for graduation.

Complaint Resolution Procedure

An employer or apprentice who has a dispute with the committee must proceed as follows:

- a. Reduce the grievance/concern to writing and submit same to the apprenticeship office no later than ten (10) calendar days before the next committee meeting date for placement on the agenda.
- b. Attend the meeting and attempt a resolution of the dispute.
- c. The outcome will be communicated in writing to the apprentice/employer within five (5) calendar days.

Washington State Apprenticeship & Training Council Harassment Policy

It is the policy of the Washington State Apprenticeship & Training Council that any committee member, training agent, sponsor or representatives who act on behalf of committees, training agents or sponsors shall:

Provide a workplace or training site free from harassment of any kind, including but not limited to sex, sexual orientation, race, color, religion, national origin, political affiliation, marital status, age, mental or physical disability or association with anyone of a particular sex, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment to all employees.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

Unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitutes harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or training environment.

According to the United States Code, Code of Federal Regulations and Washington State Law.

Cancellation

Cancellation may occur at the request of the apprentice anytime. Cancellation by the committee can occur without a defined reason during the probationary period but after the probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it.

Apprenticeship agreements will be canceled for such causes as:

1. Absenteeism or tardiness (school or job).
2. Lack of satisfactory job performance from employer reports.
3. Irresponsible acts, falsification, cheating, or severe attitude problems.
4. Violations of these policies or rules, or refusal to sign required paperwork.
5. Repeated or continuous job and/or school problems (for example, disruption of class.
6. Using alcohol or controlled substances on school property or job site.

OREGON & SOUTHWEST WASHINGTON MASON TRADES
APPRENTICESHIP COMMITTEE

SIGNATURE SHEET

I have read and understand the above Policies and Rules, have received a copy, and realize that failure to comply will result in disciplinary action being taken.

Apprentice Signature: _____

Please Print Name: _____

Date: _____